



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HESSEN
UNIT 20193, BOX 0001
APO AE 09165-0001

REPLY TO
ATTENTION OF

IMEU-HAN-PL

6 April 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Hessen Commander's Critical Information Requirements (CCIR) and Serious Incident Reports (SIR) Standard Operating Procedures

1. References.

- a. Army Regulation 190-40, Serious Incident Reporting, 9 February 2006.
- b. IMA Memorandum, IMAH-OPD-O, subject: US Army Installation Management Agency Memorandum, Commander's Critical Information Requirements (CCIR) and Serious Incident Reports (SIR), 27 Mar 2006 (enclosure 3)
- c. ACSIM Memorandum, DAIM-ZA, subject: Assistant Chief of Staff for Installation Management (ACSIM) revised Commander's Critical Information Requirements (CCIR) – Policy Memorandum # 8, 16 February 2006 (enclosure 4).
- d. IMA Memorandum, IMAH-OPD-O, subject: US Army Installation Management Agency Policy Memorandum #11, Commander's Critical Information Requirements (CCIR) and Serious Incident Reports (SIR), 20 December 2005 (enclosure 5).
- e. Army in Europe Regulation 190-40, Serious Incident Reporting, 5 April 2005.

2. Purpose. This SOP prescribes responsibilities and updates policy and procedures for reporting CCIRs and SIRs to the Director, Installation Management Agency (DIMA) and the Commander, USAG Hessen. This SOP does not change AR 190-40, reporting requirements.

3. General. It is vitally important to maintain situational awareness of all incidents and activities that occur throughout the USAG Hessen area of responsibility, even those that may appear to be "mission related" and thus not within the purview of a garrison commander. The garrison connection cannot be overlooked in light of today's OPTEMPO and the technological capability of news organizations and outlets to disseminate information to the general public virtually moments after an incident or event occurs.

4. Responsibilities.

- a. Garrison Commanders.

(1) Establish a communication link between first responders, MP Desk Sergeants, Installation Operations Center and the Senior Mission Commander to ensure **all incidents (SIR Category 1, 2, 3a or 3b)** listed on the IMA CCIR / DA SIR Reporting Matrix are reported to you immediately.

(2) Garrison Commander or Deputy to the Commander will personally report telephonically within one-hour of discovery or notification **all incidents (SIR Category 1, 2, 3a or 3b)** on the IMA CCIR / DA SIR Reporting Matrix (enclosure 1) to the USAG Hessen Commander/Deputy to the Commander. Unless directed otherwise by the USAG Hessen Commander, proceed with notification as outlined in para. 4.a.(3) below.

(3) Garrison Commander or Deputy to the Commander will personally report telephonically within one-hour of discovery or notification all incidents meeting the **SIR Category 1 or Category 3a criteria**, on the IMA CCIR / DA SIR Reporting Matrix (enclosure 1) to the HQIMA Operations Division Chief (or HQIMA COS or DIMA XO in that order if Operations Division Chief is unavailable).

- Chief, Operations Division – COL Williams
Work Phone: DSN 312-332-5143; Commercial: 703-602-5143
Home Phone: 703-271-8830; Cell: 703-380-8352
- Chief of Staff – COL Essig
Work Phone: DSN 312-332-1730; Commercial: 703-602-1730
Home Phone: 703-271-0951; Cell: 703-380-0918
- DIMA XO – LTC Hall
Work Phone: DSN 312-332-5413; Commercial: 703-602-5413
Home Phone: 703-580-0828; Cell: 571-338-6069
- If the above personnel cannot be reached, contact the IMA Operations Center at DSN: 312-332-4254 or commercial: 703-602-4254.

(4) Comply with reporting requirements of the Senior Mission Commander of the Garrison.

(5) Submit an email initial/follow-up report within two hours of discovery or notification on **all incidents (SIR Category 1, 2, 3a or 3b)** identified on the IMA CCIR / DA SIR Reporting Matrix (enclosure 1) using the format in enclosure 2, to the following addresses:

- IMA Operations Center: IMAOPSCENTER@hqda.army.mil
- USAG Hessen IOC: eac@104asg.army.mil
- IMA-EURO EOC: ima-e-eoc@ima-e.army.mil
- USAREUR Watch Officer: CAT-CHIEF@hq-hqusareur.army.mil
- USAREUR OPM: sir@hq.hqusareur.army.mil
- USAG Hessen DES : 104pmosirs@hanapo.pmo.army.mil

(6) Report incidents meeting the **SIR Category 1 or Category 2 or AE Reg 190-40 Category 3** criteria to USAREUR OPM, who will then forward them to the OPMG (DAPM-OPS), Army Watch, HQIMA Operations Center and USAREUR Watch IAW the prescribed timelines and reporting format of AR 190-40. SIR Category 1 is within 12 hours and SIR Category 2 is within 24 hours.

(7) Ensure that any incident that might be of concern to the Commander, USAG Hessen or the Regional Director, IMA-EURO, based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident is reported in a timely manner.

b. USAG Hessen (Hanau), Director of Emergency Services.

(1) Ensure first responders and MP Desk Sergeants immediately contact the Garrison Commander when an incident meeting the **SIR Category 1, 2, 3a or 3b** criteria, on the IMA CCIR / DA SIR Reporting Matrix (enclosure 1) occurs.

(2) After the Commander's approval, report incidents meeting the **SIR Category 1, Category 2, or AE Reg 190-40 Category 3** criteria to USAREUR OPM, who will then forward them to the OPMG (DAPM-OPS), Army Watch, HQIMA Operations Center and USAREUR Watch IAW the prescribed timelines and reporting format of AR 190-40. SIR Category 1 is within 12 hours and SIR Category 2 is within 24 hours.

(3) Notify the USAG Hessen IOC of any SIRs submitted IAW para. 4.b.(2) above and provide a sanitized copy of report if required.

c. USAG Hessen Director of Plans Training Mobilization and Security.


(1) Immediately report all incidents (**SIR Category 1, 2, 3a or 3b**) listed on the IMA CCIR / DA SIR Reporting Matrix to the USAG Hessen Commander/Deputy to the Commander if not already notified.

(2) Forward all email initial/follow-up CCIRs and SIRs to the USAG Hessen Commander/Deputy to the Commander.

5. Proponent for this SOP is the USAG Hessen DPTMS, DSN: 323-2291.

5 Enclosures

1. CCIR/SIR Reporting Matrix
2. CCIR Reporting Format
3. DIMA CCIR and SIR Memo
4. ACSIM Policy # 8
5. IMA Policy # 11



ROBERT KANDLER

Deputy to the Commander

IMEU-HAN-PL

SUBJECT: USAG Hessen Commander's Critical Information Requirements (CCIR) and Serious Incident Reports (SIR) SOP.

DISTRIBUTION:

COMMANDER, USAG BAUMHOLDER

COMMANDER, USAG GIESSEN

COMMANDER, USAG WIESBADEN

DIRECTOR:

DES

DPTMS

IMA CCIR /DA SIR REPORTING MATRIX

REPORT TIME LINES	DA SIR SIR CATEGORY 1	DA SIR SIR CATEGORY 2	IMA CCIR SIR CATEGORY 3a	IMA CCIR SIR CATEGORY 3B
GARRISON TO HQIMA	1. Immediate Telephonic 24/7 to DIMA W/I - 1 Hour 2. Email report to IMA OPS Center W/I - 2 Hours	1. Telephonic Optional 2. Email report to IMA OPS Center W/I - 2 Hours	1. Immediate Telephonic 24/7 to DIMA W/I - 1 Hour 2. Email report to IMA OPS Center W/I - 2 Hours	1. Telephonic Optional 2. Email report to IMA OPS Center W/I - 2 Hours
	On/off post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.	Theft of government appropriated funds or destruction of government property valued at >\$100k.	Death or serious injury to any IMA senior leader (GO, SES, GC).	Other death or serious injury to any IMA Soldier, DA Civilian, or full-time contract employee not covered in SIR Category 3a.
	War crimes, including mistreatment of enemy POW's, detainees, displaced persons, retained persons or civilians internees, violations of the Geneva Conventions, and atrocities.	Theft of government non-appropriated funds or property valued at >\$100k.	An environmental incident or action (Regulators /EPA) that has shutdown operations or training at an installation to include major spill, range fire, legal suit, administrative order that would stop operations, and an environmental incident requiring immediate notification to any DOD or external agency.	Any incident which impacts the Garrison mission requiring an SIR.
	Request by U.S. Army personnel for political asylum or indications of defection.	Racially or ethnically motivated criminal acts.	Disasters or crises resulting in significant disruption to installation operations including electrical outage, loss in water, sewage, heating, cooling, training support, quality of life (QOL) and damage /destruction to any Flag/GO qtrs related to the above.	Senior IMA leader out of communications or temporarily away from the organization including TDY and leave and who is acting in their absence (RD's, DD's).
	Terrorist activities, sabotage, and incidents, initiated or sponsored by unknown terrorists, dissident groups, or criminal elements that occur on an installation, or involve military personnel or property off an installation.	Wrongful possession, distribution of controlled substances:		Visit from Brigadier General or above and elected officials for official business involving installation operations to region HQs and / or installations.
	Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.	Cocaine => 100 grams		Significant changes to normal activities on the installation that prompts interest from senior occupants.
	Incidents involving material damage that seriously degrade unit operational or training readiness.	Marijuana => 1000 grams		Changes negatively affecting a mission commander's readiness or IMA mission accomplishment.
	Threats against government weapons and ammunition.	Hashish => 1000 grams		Non-routine support to sister services or other governmental agencies.
	Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the US, Vice President of the US or other persons under the Secret Service (USSS) Protection.	Heroin => 100 grams		Changes to projects that have command interest.
	Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.	Amphetamines or barbiturates => 100 grams		Anti-Deficiency Act violation or impending violation.
		LSD => 6 grams		Notice of unsatisfactory/adverse audit findings.
		PCP => 100 grams		Contract default.
		Significant violations of Army standards of conduct.		Loss or suspension of security clearance of any senior IMA leader MSG/GS13 and above
		Incidents involving prisoners or detainees of Army confinement or correctional facilities or deaths.		Passage of Authorization and Appropriation bills.
		Theft, loss, unaccounted, or recovered ammunitions in the following quantities:		Report of environmental enforcement actions.
		Any Missile, rocket or mine		Pending disciplinary action of any MSG/GS13 and above.
		Any machine gun or automatic fired weapon		Any DUI by a MSG/GS 13 and above.
		Any Frag, concussion or HE grenade, artillery round or ground burst simulator		Filed EEO/MER/IG complaint or union grievance.
		Any explosives, i.e. det cord, C-4, etc.		
		One or more semi or manually operated firearm.		
		Five or more rounds => 50 Cal		
		Actual or attempted break-in of arms room.		
		Armed or attempted armed robbery, trafficking of arms, munition & explosives		
		Aggravated Arson		
		Deaths		
		Kidnapping		
		Major fires or natural disasters =>\$250k		
		Mutiny (=> 10 persons)		
		Training accident with death or serious injury		
		Maltreatment of Soldiers and DA Civilians		
		Child abuse		
		Serious child injury or death		
		Firearm incident with death or injury		
		Other as determined by the commander to be of immediate concern to HQDA.		
	** Above list is not all inclusive - See AR 190-40	** Above list is not all inclusive - See AR 190-40	** Above list is not all inclusive - See IMA Policy Memo # 11 dated 20 Dec 05	** Above list is not all inclusive - See IMA Policy Memo # 11 dated 20 Dec 05

Enclosure - 2

CCIR REPORTING FORMAT
TO HQIMA
(Arial 10 Font)

1. Field Operating Agency, Division/Directorate:
2. Region / Garrison:
3. What:
4. Who:
5. Where:
6. When:
7. AOC Notified:
8. Summary:



REPLY TO
ATTENTION OF

2 c.
DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

IMAH-OPD-O

MAR 27 2006

MEMORANDUM FOR Installation Management Agency (IMA) Garrison Commanders

SUBJECT: Commander's Critical Information Requirements (CCIR) and Serious Incident Reports (SIR)

1. REFERENCES.

- a. Army Regulation 190-40, Serious Incident Reporting, 9 February 2006.
 - b. ACSIM Memorandum, DAIM-ZA, subject: Assistant Chief of Staff for Installation Management (ACSIM) revised Commander's Critical Information Requirements (CCIR) – Policy Memorandum #8, 16 February 2005 (enclosure 1).
 - c. IMA Memorandum, IMAH-OPD-O, subject: US Army Installation Management Agency Policy Memorandum #11, Commander's Critical Information Requirements (CCIR) and Serious Incident Reports (SIR), 20 December 2005 (enclosure 2).
2. A few incidents have occurred over the past two weeks that indicate to me that there is confusion in the field about identifying and reporting CCIR and SIR to me and subsequently to the ACSIM.
3. It is vitally important that you maintain situational awareness of all incidents and activities that occur on your respective installations, even those you may believe to be "mission related" and thus not within the purview of a garrison commander. A deeper look into these incidents will often reveal a garrison connection that cannot be overlooked in light of today's OPTEMPO and the technological capability of news organizations and outlets to disseminate information to the general public virtually moments after an incident or event occurs.
4. In order to streamline the process for getting CCIR/SIR information from you to me as quickly as possible, the following guidance and procedures are in effect immediately, supplementing (and overriding in cases where differences occur), previous guidance provided in reference 1.c.:
- a. Each of you must confirm to your respective Region Directors, NLT 7 April 2006, that a system is in place that ensures your timely notification of all CCIRs/SIRs occurring on your respective installations, or in any of the surrounding counties specified in AR 190-40, Table 1-1. Your procedures should be documented in an SOP

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SUBJECT: Commander's Critical Information Requirements (CCIR) and Serious Incident Reports (SIR)

or policy memorandum that also describes the communications linkage between yourselves and the incident first responders, to include the MP or DA Police desk, the Installation Emergency Operations Center, and the installation commander/senior mission commander.

b. The ACSIM CCIR and AR 190-40 reporting criteria specified in the references above have been summarized in the enclosed spreadsheet (enclosure 3) for your use in quickly determining if an incident or event requires notification or reporting to HQIMA, HQDA, or both. The two paragraphs of the ACSIM criteria have been labeled as SIR Categories 3a and 3b respectively IAW AR 190-40, para. 2-4.

c. All incidents meeting the SIR Category 1 or Category 3a criteria will be telephonically reported by the garrison commander directly to the HQIMA Operations Division Chief (or HQIMA COS or DIMA XO in that order if Ops Chief is unavailable), within one-hour after discovery or notification at the installation level. (This requirement is in addition to any other notification requirement you may have to your respective IC/SMC or region director.)

(1) Chief, Operations Division - COL Williams
Work Phone: DSN 312-332-5143; Commercial: 703-602-5143;
Home Phone: 703-781-8830; Cell: 703-589-8352

(2) Chief of Staff - COL Essig
Work Phone: DSN 312-332-1730; Commercial: 703-602-1730;
Home Phone: 703-271-0951; Cell: 703-380-0918

(3) DIMA XO – LTC Hall
Work Phone: DSN 312-332-5413; Commercial: 703-602-5413
Home Phone: 703-580-0828; Cell: 571-338-6069

In rare cases when none of these three can be reached telephonically, garrison commanders will call the IMA Operations Center, 703-602-4254 (DSN 332-4254).

d. All incidents, regardless of SIR category, will be reported by the garrison to the IMA Operations Center and respective IMA region simultaneously via e-mail, within two-hours after discovery or notification at the installation level, using the enclosed reporting format (enclosure 4).

e. Incidents meeting the SIR Category 1 or Category 2 criteria will be reported to the Army Watch, HQIMA Operations Center, and respective IMA Region simultaneously IAW the prescribed timelines and reporting format of AR 190-40.

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SUBJECT: Commander's Critical Information Requirements (CCIR) and Serious Incident Reports (SIR)

5. CCIR and SIR reporting is a function of command that requires your leadership and good judgment to execute to standard – looking at times beyond the laundry list of reportable items listed in the references above to ensure that any incident that might be of concern to me, the ACSIM, or HQDA, based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident gets reported in a timely manner.

4 Encls

1. ACSIM Policy #8
2. IMA Policy #11
3. CCIR/SIR Reporting Matrix
4. CCIR Reporting Format



MICHAEL D. ROCHELLE
Major General, U.S. Army
Director

cc:

IMA Region Directors

*This is green tabs
business, and will be
done to standard!*



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON, DC 20310-0600

DAIM-ZA

FEB 16 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assistant Chief of Staff for Installation Management (ACSIM) revised
Commander's Critical Information Requirements (CCIR) – Policy Memorandum # 8

1. Reference. Army Regulation 190-40, Serious Incident Reporting (SIR), 15 Jun 05.
2. Purpose. Provide guidance for Commander of Field Operating Agency, and Division/Directorate Chiefs to report CCIRs and SIRs.
3. Enclosed are general guidelines on the types of events, notification process, and reporting format to be used for CCIRs. Additional, Division/Directorate Chiefs are responsible to report serious incident reports IAW AR 190-40 where applicable.
4. Point of contact is COL Gregory K. Herring, DAIM-ZA, 703-693-3233.

- 2 Enclosures
1. ACSIM CCIR
 2. CCIR Reporting Format

DAVID W. BARNO
Lieutenant General, GS
Assistant Chief of Staff
for Installation Management

DISTRIBUTION:
COMMANDER, INSTALLATION MANAGEMENT AGENCY
COMMANDER, US ARMY COMMUNITY AND FAMILY SUPPORT CENTER
COMMANDER, US ARMY ENVIRONMENTAL CENTER
DIRECTOR:
DAIM-AR
DAIM-CD
DAIM-FD
DAIM-ZR
DAIM-ZS
DAIM-ZXA
DAIM-BD
DAIM-RD
DAIM-ED

ACSIM CCIR

The requirements provided below are applicable to all personnel assigned to divisions, directorates, and FOAs within the OACSIM.

1. When an incident such as those listed below occurs, the ACSIM (via ACSIM XO) will be notified immediately (24 hours a day, 7 days a week) by telephone.

- A death or serious injury to any AIMT senior leader (GO, SES, AEC Cdr) and any OACSIM employee.
- An environmental incident or action (regulators/EPA) that has shut down operations or training at an installation, to include:
 - § Major spill.
 - § Range fire.
 - § Legal suit.
 - § Administrative order that would stop operations.
 - § Environmental incident requiring immediate notification to any DOD or external agency.
- Disasters or crises resulting in significant disruption to installation operations to include:
 - § Electricity outage.
 - § Loss in water, sewage, heating, cooling, or training support.
 - § Facility or housing damage caused by acts of nature impacting quality of life (QOL)
 - § Damage/destruction of any GFOQ, related to the above.
- Incidents of misconduct involving AIMT senior leaders (GO, SES, AEC Cdr) and senior leaders assigned to the OACSIM, to include:
 - § MSG and above.
 - § GS-13 and above.
- Any security breach.
- Potentially adverse public affairs issues that may discredit the Army or any of its members.
- Change in Force Protection Condition (FPCON).
- Negative communications with a Flag/GO.

2. Inform the ACSIM at your earliest opportunity if any of the incidents below occur:
Change in Force Protection Condition (FPCON).

- Death or serious injury to any Soldier or civilian employee assigned to the AIMT.

- Any incident which impacts the Garrison mission requiring submission of a serious incident report (SIR) by a FOA, not covered above.
- A senior OACSIM leader or FOA Chief/Deputy out of communication or temporarily away from the organization and who is acting in their absence:
 - § Division and Directorate Chiefs.
 - § Deputy Chiefs.
 - § Directors and Deputy Directors.
- Visits by a Brigadier General or above to include elected officials for official business involving installation operations.
- Significant changes to normal activities on the installation to include:
 - § Changes negatively affecting mission commander's readiness.
 - § Non-routine support to sister services or other governmental agencies.
- Changes to projects having command interest, including:
 - § Delays in completion dates.
 - § Increased funding requirements.
- Anti-Deficiency Act violation, or impending violation.
- Notice of unsatisfactory/adverse audit findings.
- Contract default.
- Arrest of OACSIM employee, military or civilian.
- Loss or suspension of security clearance for any member of OACSIM.
- Passage of annual Authorization and Appropriation Bills.
- Report of Environmental Enforcement Actions (notification from field within 48 hours, then forwarded to ACSIM, ESOH and I&E leadership).
- Pending adverse or referred rating -- officer, senior NCO, or civilian.
- Pending DAC discipline or adverse appraisal.
- Officer/senior NCO disciplinary problem.
- DUI.
- Filed EEO complaint, MER complaint, union grievance, or IG complaint.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

DEC 20 2005

IMAH-OPD-O

MEMORANDUM FOR Installation Management Agency (IMA) Region Directors

SUBJECT: US Army Installation Management Agency Policy Memorandum #11,
Commander's Critical Information Requirements (CCIR) and Serious Incident Reports
(SIR).

1. REFERENCE. Army Regulation 190-40, Serious Incident Reporting, 15 June 2005.
2. PURPOSE. To provide a guide for CCIR flow from Regions to HQIMA, and to outline issues and incidents that Region Directors must inform the Director, IMA of in a timely manner.
3. APPLICABILITY. These procedures apply to all Installation Management Agency Region Directors.
4. POLICY. Region Directors (or their designated representatives) will provide timely notification to the Director, IMA of any issues or incidents as described below.
5. REPORTABLE ITEMS. Region Directors are required to report to the Director, IMA IAW the ACSIM CCIR (encl 1), to include the following exceptions and additions:
 - a. ACSIM CCIR, paragraph 1 items require immediate telephonic notification to the Director, IMA. Clarification for selected items is provided below:
 - (1) Work-related (i.e., on-duty) deaths or serious injuries of IMA employees (Soldiers under IMA C2, DA/NAF civilians, or supporting contractors) will be reported immediately to Director, IMA. Off-duty deaths or serious injuries of IMA employees will be reported within 24 hours to the HQIMA Operations Center.
 - (2) Reportable "disasters or crises" also include terrorist or other criminal attacks on the installation or its facilities by any means (small arms fire, improvised explosive devices [IED], aerial attack, or WMDs [chemical, biological, radiological, nuclear, or high-explosive bombs or devices]). The phrase "...significant disruption to installation operations..." includes quality of life as well as mission-related operations.

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SUBJECT: US Army Installation Management Agency Policy Memorandum #11,
Commander's Critical Information Requirements (CCIR)

(3) "Any security breach" means breaches of a significant nature to include sensitive physical structures and facilities (e.g., safes, vaults, arms rooms, SCIFs, etc.), loss or compromise of classified materials (e.g., COMSEC, documents, etc.), malicious intrusion of electronic information storage and transmission devices (e.g., computers, servers, CDs, floppy discs, etc.), and illegal penetration of installation perimeter defenses (e.g., guards, fences, barriers, etc.). Of particular interest for immediate reporting is any weapons discharge from a guard (Soldier, MP, DA police, or contract guard) in response to any security breach as listed above.

b. ACSIM CCIR, paragraph 2 items require notification to the Director, IMA "at your earliest opportunity" (normally within 24 hours). Clarification for selected items is provided below:

(1) "Senior IMA leader out of communication." Region Directors only need to report instances involving themselves, their deputies, and their chiefs of staff. Notify via NIPRNET HQIMA Chief Of Staff and HQIMA Operations Center prior to departure.

(2) "Significant changes to normal activities" includes reporting the initiation of any unplanned contingency operation, mobilization, or deployment at an installation (including deploying any IMA personnel not specifically tasked by HQIMA).

(3) "Changes negatively affecting a mission commander's readiness or IMA mission accomplishment" which includes any significant incident involving Medical Holdover Soldier support issues (e.g., billeting, command and control etc.) that negatively impacts Soldiers and/or may result in negative publicity.

(4) "Non-routine support to sister services or other governmental agencies" includes support installations may provide to state and local governments (i.e. Military Support to Civil Authorities [MSCA], especially in which IMA would typically expect reimbursement), as well as incidents where local governments support an installation (first responders for a crisis - particularly if they expect reimbursement from IMA).

6. PROCEDURES. The situations as described above will be reported by Region Directors to the Director, IMA IAW the following procedures:

a. CCIR Implementation:

(1) IAW ACSIM CCIR paragraph 1, when an incident occurs or an urgent decision is required, the Region Director or his/her senior representative will contact the Director, IMA immediately, **any hour, day, night, weekend, or holiday via telephone**. Region operations staff will provide a follow-up electronic CCIR report IAW CCIR Reporting Format (encl 2) to the IMA Ops Center within 12 hours following the incident.

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SUBJECT: US Army Installation Management Agency Policy Memorandum #11,
Commander's Critical Information Requirements (CCIR)

(2) If you cannot reach the Director, IMA, contact one of the persons listed below.
(They will then contact the Director, IMA at the earliest opportunity.)

- (a) Deputy Director - Mr. Sakowitz
Work Phone: DSN 312-332-6392; Commercial: 703-602-6392;
Home Phone: 703-933-2785; Cell: 703-901-1796
- (b) Chief of Staff - COL Essig
Work Phone: DSN 312-332-1730; Commercial: 703-602-1730;
Home Phone: 703-271-0951; Cell: 703-380-0918
- (c) DIMA XO – LTC Hall
Work Phone: DSN 312-332-5413; Commercial: 703-602-5413
Home Phone: 703-580-0828; Cell: 571-338-6069
- (d) Chief, Operations Division - COL Williams
Work Phone: DSN 312-332-5143; Commercial: 703-602-5143;
Home Phone: 703-781-8830; Cell: 703-589-8352
- (e) HQIMA Staff Duty Officer (only if those identified above are not available)
Cell Phone: Commercial 703-380-4295

(3) The ACSIM XO is the POC who will notify the ACSIM

- (a) ACSIM XO – COL Herring
Work Phone: DSN 312-332-3233; Commercial: 703-693-3233
Home Phone: 703-590-2971; Cell: 703-839-3845

(4) If the incident is not urgent (IAW ACSIM CCIR, paragraph 2), contact the HQIMA Operations center within 24 hours (via e-mail), using the CCIR Reporting Format (encl 2).

b. Serious Incident Reports (SIRs): Transmit all SIRs IAW procedures in AR190-40. Additionally, transmit a copy of all SIRs to the HQIMA Operations Center via NIPRNET/ SIPRNET as appropriate (NIPRNET: IMAOPSCENTER@hqda.army.mil, SIPRNET: IMAOPSCENTER@hqda-s.army.mil.mil).

7. This guidance is not all inclusive. Directors and Commanders will report any incident they feel requires the attention of the IMA and ACSIM leadership. **WHEN IN DOUBT—REPORT.**


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SUBJECT: US Army Installation Management Agency Policy Memorandum #11,
Commander's Critical Information Requirements (CCIR)

8. PROPONENT. The Chief, Operations/Mobilization Branch is the proponent for this policy. POC is the IMA Operations Center, Commercial: 703-602-4254/2268; DSN: 312-332-4254/2268.

2 Encls

1. ACSIM CCIR
2. CCIR REPORTING FORMAT



MICHAEL D. ROCHELLE
Major General, U.S. Army
Director

ACSIM CCIR

The requirements provided below are applicable to all personnel assigned to divisions, directorates, and FOAs within the OACSIM.

1. When an incident such as those listed below occurs, the ACSIM (via ACSIM XO) will be notified immediately (24 hours a day, 7 days a week) by telephone.

- A death or serious injury to any AIMT senior leader (GO, SES, AEC Cdr) and any OACSIM employee.

- An environmental incident or action (regulators/EPA) that has shut down operations or training at an installation, to include:

- § Major spill.

- § Range fire.

- § Legal suit.

- § Administrative order that would stop operations.

- § Environmental incident requiring immediate notification to any DOD or external agency.

- Disasters or crises resulting in significant disruption to installation operations to include:

- § Electricity outage.

- § Loss in water, sewage, heating, cooling, or training support.

- § Facility or housing damage caused by acts of nature impacting quality

of life (QOL)

- § Damage/destruction of any GFOQ, related to the above.

- Incidents of misconduct involving AIMT senior leaders (GO, SES, AEC Cdr) and senior leaders assigned to the OACSIM, to include:

- § MSG and above.

- § GS-13 and above.

- Any security breach.

- Potentially adverse public affairs issues that may discredit the Army or any of its members.

- Change in Force Protection Condition (FPCON).

- Negative communications with a Flag/GO.

2. Inform the ACSIM at your earliest opportunity if any of the incidents below occur: Change in Force Protection Condition (FPCON).

- Death or serious injury to any Soldier or civilian employee assigned to the AIMT

- Any incident which impacts the Garrison mission requiring submission of a serious incident report (SIR) by a FOA, not covered above

- A senior OACSIM leader or FOA Chief/Deputy out of communication or temporarily away from the organization and who is acting in their absence:

- § Division and Directorate Chiefs.

- § Deputy Chiefs.

- § Directors and Deputy Directors.

- Visits by a Brigadier General or above to include elected officials for official business involving installation operations.
- Significant changes to normal activities on the installation to include:
 - § Changes negatively affecting mission commander's readiness.
 - § Non-routine support to sister services or other governmental agencies.
- Changes to projects having command interest, including:
 - § Delays in completion dates.
 - § Increased funding requirements.
- Anti-Deficiency Act violation, or impending violation.
- Notice of unsatisfactory/adverse audit findings.
- Contract default.
- Arrest of OACSIM employee, military or civilian.
- Loss or suspension of security clearance for any member of OACSIM.
- Passage of annual Authorization and Appropriation Bills.
- Report of Environmental Enforcement Actions (notification from field within 48 hours, then forwarded to ACSIM, ESOH and I&E leadership).
- Pending adverse or referred rating – officer, senior NCO, or civilian.
- Pending DAC discipline or adverse appraisal.
- Officer/senior NCO disciplinary problem.
- DUI.
- Filed EEO complaint, MER complaint, union grievance, or IG complaint.

CCIR/SIR REPORTING FORMAT
TO HQIMA
(Arial 10 Font)

1. FOA/DIV: IMA/OPS DIV
2. Region/Installation:
3. What:
4. Who:
5. Where:
6. When:
7. AOC Notified:
8. Summary:

REPORT TIME LINES	DA SIR	DA SIR	IMA CCIR	IMA CCIR
	SIR CATEGORY 1	SIR CATEGORY 2	SIR CATEGORY 3a	SIR CATEGORY 3b
1. Immediate Telephonic 24/7 to DIMA W/I - 1 hour	2. E-mail report to IMA OPS Center	1. Telephonic optional	1. Immediate Telephonic 24/7 to DIMA W/I - 1 hour	1. Telephonic optional
2. E-mail report to IMA OPS Center	2. E-mail report to IMA OPS Center	2. E-mail report to IMA OPS Center	2. E-mail report to IMA OPS Center	2. E-mail report to IMA OPS Center
W/I - 2 hours	W/I - 2 hours	W/I - 2 hours	W/I - 2 hours	W/I - 2 hours
On/off post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.	Theft of gov appropriated funds or destruction of government property valued at >\$100K.	Death or serious injury to any IMA senior leader (GO, SES, GC).	Other death or serious injury to any IMA Soldier, DA civilian, or full time contract employee not covered in SIR CATEGORY 3a.	
War crimes, including mistreatment of enemy POW's, detainees, displaced persons, retained persons or civilian internees, violations of the Geneva Conventions, and atrocities.	Theft of government non-appropriated funds or property valued at >\$100K.	An environmental incident or action (Regulators /EPA) that has shutdown operations or training at an installation to include major spill, range, fire, legal suit, administrative order that would stop operations, and an environmental incident requiring immediate notification to any DOD or external agency.	Any incident which impacts the Garrison mission requiring an SIR.	
Requests by U.S. Army personnel for political asylum or indications of defection.	Racially or ethnically motivated criminal acts. Loss, theft, wrongful disposition of evidence, sensitive items, controlled cryptographic items, night vision devices, or drugs.	Disasters or crises resulting in significant disruption to installation operations including electrical outage, loss in water, sewage, heating, cooling, training support, quality of life (QOL) and damage/destruction to any Flag/GO qtrs related to the above.	Senior IMA leader out of communications or temporarily away from the organization including TDY and leave and who is acting in their absence (RD's, DD's).	
Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists.	Wrongful possession, distribution of controlled substances:		Visit from Brigadier General or above and elected officials for official business involving installation operations to region HOS and / or installations.	
disident groups, or criminal elements that occur on an installation, or involve military personnel or property off an installation.	Cocaine => 100 grams Marijuana => 1000 grams Hashish => 1000 grams Heroin => 100 grams		Significant changes to normal activities on the installation that prompts interest from senior occupants.	
Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.	Amphetamines or barbiturates => 100 grams LSD => 6 grams PCP => 100 grams	Serious Incident/misconduct involving a senior IMA leader MSG or GS-13 and above.	Changes negatively affecting a mission commander's readiness or IMA mission accomplishment.	
Incidents involving material damage that seriously degrade unit operational or training readiness.	Significant violations of Army standards of conduct.	Any security breach.	Non-routine support to sister services or other governmental agencies.	
Threats against government weapons and ammunition.	Incidents involving prisoners or detainees of Army confinement or correctional facilities or deaths.	Potentially adverse public affairs issues which may discredit the Army, IMA or its members.	Charges to projects that have command interest.	
Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the US.	Theft, loss, unaccounted, or recovered armmunitions in the following quantities:	Any change in Force Protection.	Anti-Deficiency Act violation or impending violation.	
190-40 Vice President of the US, or other persons under US Secret Service (USSS) protection.	Any machine gun or automatic fired weapon Any frag, concussion or HE grenade. Any artillery round or ground burst simulator. Any explosives, i.e. del cord, C-4, etc One or more semi or manually operated firearm.	Negative communications with a Flag/GO.	Notice of unsatisfactory/adverse audit findings.	
F Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.			Contract default.	
R			Loss or suspension of security clearance of any Senior IMA leader MSG/GS13 and above.	
C	Five or more rounds => 50 cal		Passage of Authorization and Appropriation bills.	
O	Actual or attempted break in of arms room.		Report of environmental enforcement actions.	
M	Armed or attempted armed robbery.		Pending adverse or referred railing of any MSG/GS13 and above.	
P	trafficking of arms, munitions & explosives		Pending disciplinary action of any MSG/GS13 and above.	
L	Aggravated arson		Any DUI by a MSG/GS13 and above.	
E	Deaths		Filed EEO/MER/IG complaint or union grievance.	
T	Kidnapping			
D	Major fires or natural disasters => \$250k			
E	Multity (= 10 persons)			
T	Tng accidents with death or serious injury			
A	Maltreatment of Soldiers and DA Civilians			
I	Child abuse			
L	Serious child injury or death			
S	Firearm incidents with death or injury			
	Other as determined by the commander to be of immediate concern to HQDA.			
*Above list is not all inclusive - See AR 190-40	*Above list is not all inclusive - See AR 190-40	*Above list is not all inclusive. See IMA Policy Memo #11 dated 20 Dec 05	*Above list is not all inclusive. See IMA Policy Memo #11 dated 20 Dec 05	

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CCIR REPORTING FORMAT

1. Field Operating Agency, Division/Directorate
2. Region/Installation:
3. What:
4. Who:
5. Where:
6. When:
7. AOC Notified:
8. Summary:

All written reports are forwarded directly to the ACSIM XO with copy furnished to ACSIM, Plans and Operations Division (DAIM-ZS), POCs are LTC James F. Healy, (james.healy@hqda.army.mil) or Mr. Paul Mason, (paul.mason@hqda.army.mil).

ENCL # 2